

Hicks-White, Gloria T.

To: Laffoon, Susan
Subject: POs for Lorillard IP Products

Hi Susan,

I just spoke with Anita Bacon to confirm she found the information that we left for her regarding the payment of the invoices for Harold Levinson, Sonbyrne and Center Candy, Inc. She indicated that she just started processing the three invoices. Two were completed today and Harold Levinson had to be entered into the system to reflect a different mailing address as listed on the invoice. I hope the address on the invoice is the correct payment address as I explained to her that we highlighted that address because the one on the invoice was cropped when it was faxed to us.

She stated the invoices should be paid within 30 days of the date on the invoices. I will try to follow-up with her around mid-March or sooner depending on the dates of the invoices.

--Gloria

2/27/2004

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